PC-ACE Pro32 – Submitting Electronic Transactions

Most providers will submit their claims through the Iowa Medicaid Enterprise's web portal option. The following steps will guide you through login and submitting through the internet.

Connecting to the IME web portal

- 1. Locate the IME website at www.ime.state.ia.us/Providers/index.html and click on the link to the right for the Provider Web Portal Services.
- 2. This should open a new screen with the Logon option. You will need your Medicaid issued Username and Password. Enter the information and click Submit.
- 3. The screen should then show the main menu of options. Select the Batch Processing option.
- 4. Next, click on the Upload Files. You can select the browse option and use the file path to find the file or you can type the actual location of the file if you know it. The default location is X:\winpcace\bstrans.dat. (X is to be replaced with the drive letter where PC-ACE Pro32 is installed). Note: bstrans.dat is the filename associated with Professional claims. Click Save.
- 5. After the file is uploaded, you should be able to click on the Download option to find a listing of the files generated for your reference. One file is a confirmation that the claim file was received and another will report the claim status. The claim status will indicate if any of the claims have errors based on system edits. For example, if a claim is submitted with an invalid diagnosis code it will be reported on this file.
- 6. Once the file has been uploaded, it is a very good idea to go back to your computer and move the bstrans.dat file to an archive/historical type folder. It is suggested you add the date submitted at the end of the filename for reference. For example, you uploaded a claim file on November 16, 2007 and then moved the file to your 'archive' folder. Change the filename to bstrans111607.dat so that you will know which of the archive files was sent on November 16th. This is necessary as each time you generate a claim transmission file, the process will overwrite any existing bstrans.dat so you would lose your past claim file.